

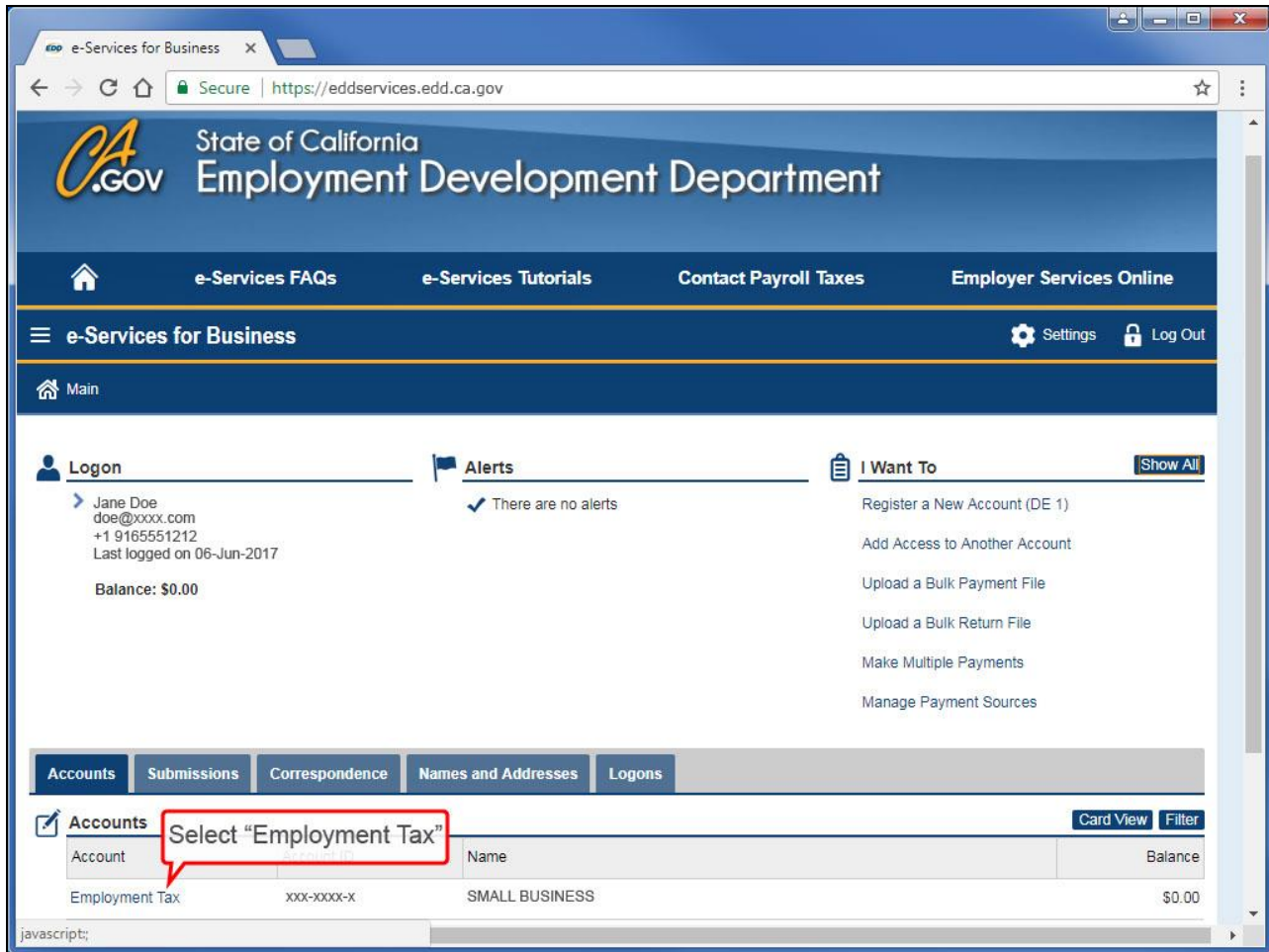
I Want to File a Tax Return or Wage Report

- *Employer of Household Worker(s) Quarterly Report of Wages and Withholding (DE 3BHW)*
- *Employer of Household Worker(s) Annual Payroll Tax Return (DE 3HW)*
- *Quarterly Contribution Return (for Voluntary Plan Employers (DE 3D)*
- *Quarterly Contribution Return and Report of Wages (DE 9)*
- *Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C)*
- *Quarterly Contribution Return for School Employers (DE 9423)*

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. Here is a list of tax returns and wage reports you can file using e-Services for Business.

This tutorial will show you how to file a Quarterly Contribution Return and Report of Wages (DE 9) and a Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) for an employment tax account and can be used as a guide when filing other tax returns and wage reports in e-Services for Business.



Slide notes

This is the e-Services for Business home page. Select the "Employment Tax" link for the account for which you would like to file a tax return or wage report.

The screenshot shows the EDD e-Services for Business website. The browser address bar displays <https://eddservices.edd.ca.gov>. The page has a blue header with navigation links: e-Services FAQs, e-Services Tutorials, Contact Payroll Taxes, and Employer Services Online. Below the header is a 'Main' section with a 'Settings' gear icon and a 'Log Out' lock icon. The account information shows 'Main > Account: XXX-XXXX-X' and 'Account Last Updated: 05-Mar-2018 11:24:50'.

The main content area is divided into three sections:

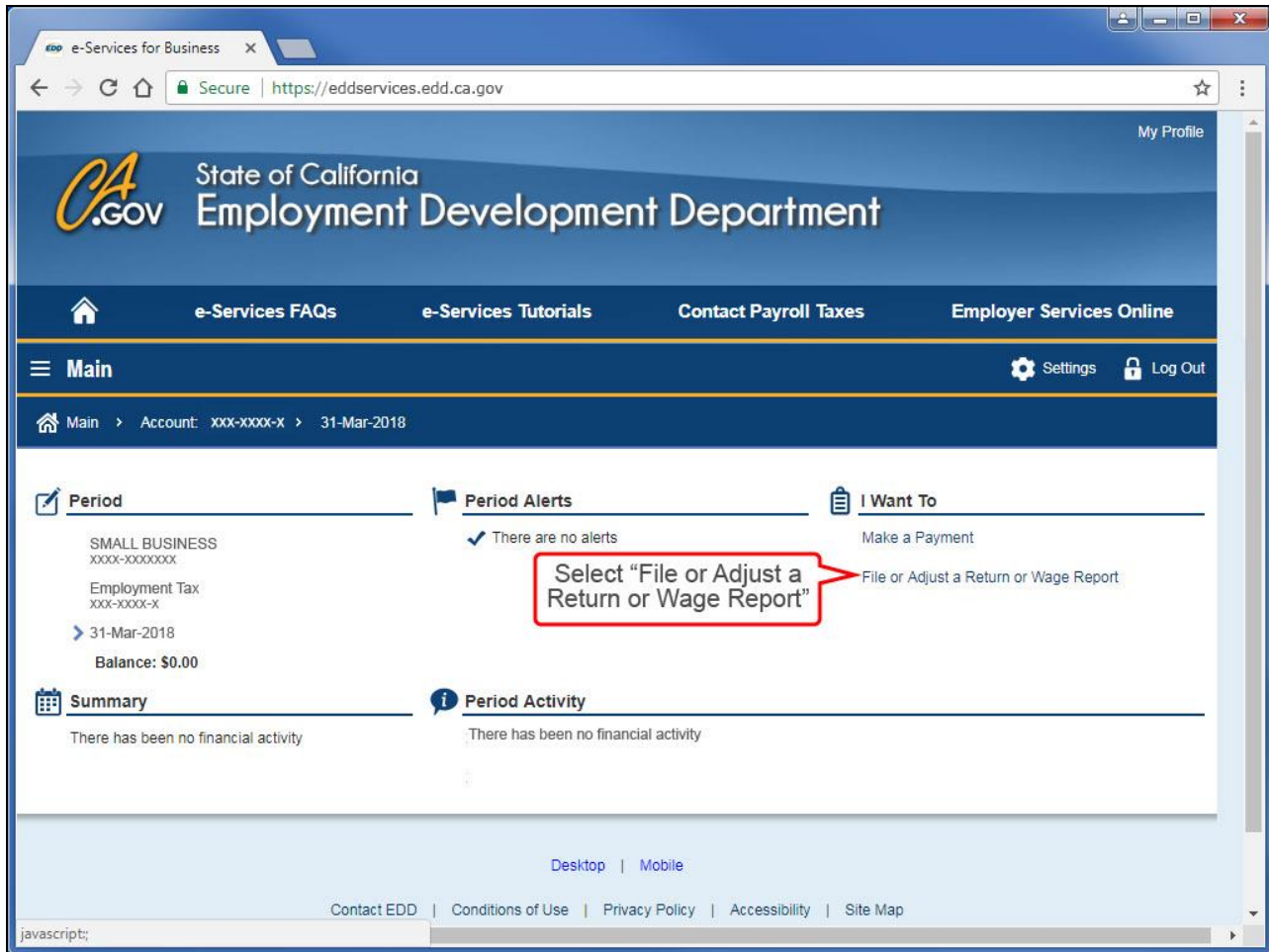
- Account:** SMALL BUSINESS, XXXX-XXXXXXX, Employment Tax, XXX-XXXX-X, Balance: \$0.00.
- Account Alerts:** There are no alerts.
- I Want To:** Make a Payment, File or Adjust a Return or Wage Report, View My Payments, Update Account Information, Close Account, Get My UI Rate.

Below these sections is a horizontal menu with tabs: Recent Periods, Submissions, Correspondence, Names and Addresses, and Logons. The 'Recent Periods' tab is active, showing a table with columns: Period, Amount, Return Status, and Message. A red box highlights the '31-Mar-2018' period, with a callout saying 'Select "31-Mar-2018"'. The table lists three periods: 31-Mar-2018, 31-Dec-2017, and 30-Sep-2017, all with a balance of \$0.00 and status of 'Multiple Returns'.

Period	Amount	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	File Return
31-Dec-2017	\$0.00	Multiple Returns	
30-Sep-2017	\$0.00	Multiple Returns	

Slide notes

This is the "Account" home page. Select the period for which you would like to file a tax return or wage report. For this example, we selected "31-Mar-2018."



Slide notes

This page displays all alerts and activity for the period we just selected. Select the “File or Adjust a Return or Wage Report” link from the “I Want To” menu.

EDD e-Services for Business X

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Main Settings Log Out

Main > Account: xxx-xxxx-X > 31-Mar-2018 > Returns

Returns for 31-Mar-2018 Filter

	Due Date	Return	Status
File Now	30-Apr-2018	Tax Return	Outstanding
File Now	30-Apr-2018	Wage Report	Outstanding

2 Rows

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Slide notes

Select "File Now" next to "Tax Return."

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Tax Return

1. Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

Do you have payroll to report? ☒ Yes ☐ No Please select an option.
Please select an option.

Save Draft Cancel < Previous Next >

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Slide notes

Answer "Yes" or "No" to the question, "Do you have payroll to report?" For this example, we select "Yes."

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Tax Return

1. Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

Do you have payroll to report? ☒ Yes ☐ No

Save Draft Cancel < Previous **Next >**

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Select "Next" to continue.

e-Services for Business X

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Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Tax Return

1. Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x 2. Wage Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

Wage Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

[Instructions](#)

Total Subject Wages Paid this Quarter Required

Unemployment Insurance (UI) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	UI % 3.40 x	UI Wages Required	=	UI Contributions \$0.00
Employment Training Tax (ETT) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	ETT % 0.10 x	ETT Wages \$0.00	=	ETT Contribution \$0.00
State Disability Insurance (SDI) <small>Total employee wages up to \$114967 per employee per calendar year.</small>	SDI % 1.00 x	SDI Wages Required	=	SDI Contribution 0.00
Personal Income Tax (PIT) Withheld				0.00
Subtotal (Sum of UI, ETT, SDI and PIT)				\$0.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty & Interest payments.</small>				0.00
Total Taxes Due or Overpaid				\$0.00

Save Draft Cancel Previous Next

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Slide notes

Select the “Instructions” link for assistance, if needed.

e-Services for Business X

Secure | https://eddservices.edd.ca.gov

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Tax Return

1. Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x 2. Wage Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

Wage Information: 31-Mar-2018 Tax Return for xxx-xxxx-x

[Instructions](#)

Total Subject Wages Paid this Quarter

Unemployment Insurance (UI) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	UI % 3.40	x	UI Wages <input type="text" value="7,000.00"/>	=	UI Contributions \$238.00
Employment Training Tax (ETT) <small>Total employee wages up to \$7000 per employee per calendar year.</small>	ETT % 0.10	x	ETT Wages \$7,000.00	=	ETT Contribution \$7.00
State Disability Insurance (SDI) <small>Total employee wages up to \$114967 per employee per calendar year.</small>	SDI % 1.00	x	SDI Wages <input type="text" value="7,000.00"/>	=	SDI Contribution <input type="text" value="70.00"/>
Personal Income Tax (PIT) Withheld					<input type="text" value="0.00"/>
Subtotal (Sum of UI, ETT, SDI and PIT)					\$315.00
Less: Contributions and Withholdings Paid for the Quarter <small>Does not include Penalty & Interest payments.</small>					<input type="text" value="0.00"/>
Total Taxes Due or Overpaid					\$315.00

Select "Next"

Desktop | Mobile

Slide notes

When the information is completed, select "Next."

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[Main](#) [Settings](#) [Log Out](#)

[Main](#) > [Account: xxx-xxxx-x](#) > [31-Mar-2018](#) > [Returns](#) > [Tax Return](#)

1. Payroll Information: 31-Mar-2018 Tax Return for xxx-xxxx-x 2. Wage Information: 31-Mar-2018 Tax Return for xxx-xxxx-x 3. Declaration

Declaration

I declare that the information herein is true and correct to the best of my knowledge.

First Name

Last Name

Title

Phone Number

Email

Select "Submit"

[Save Draft](#) [Cancel](#) [Previous](#) [Submit](#)

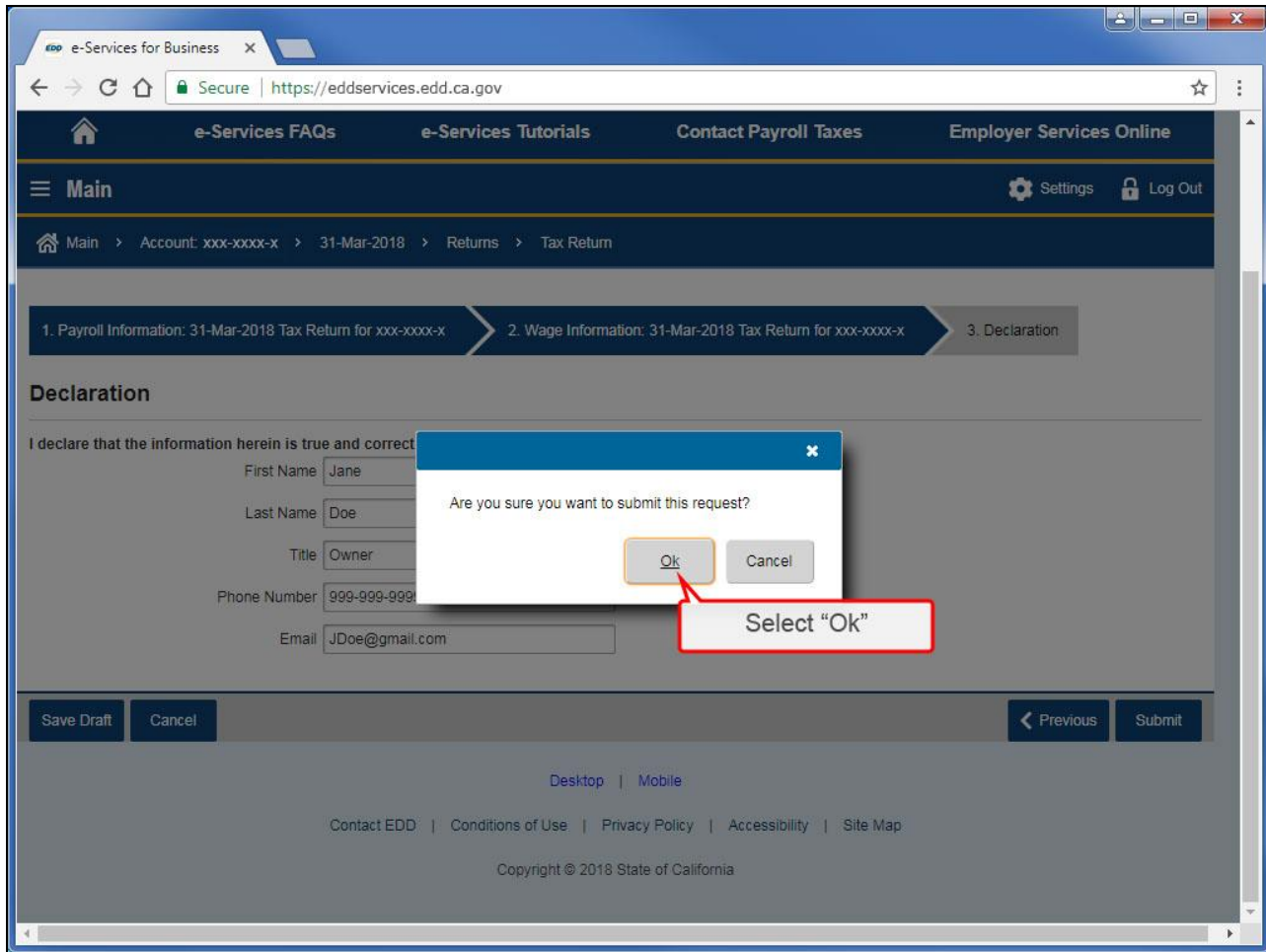
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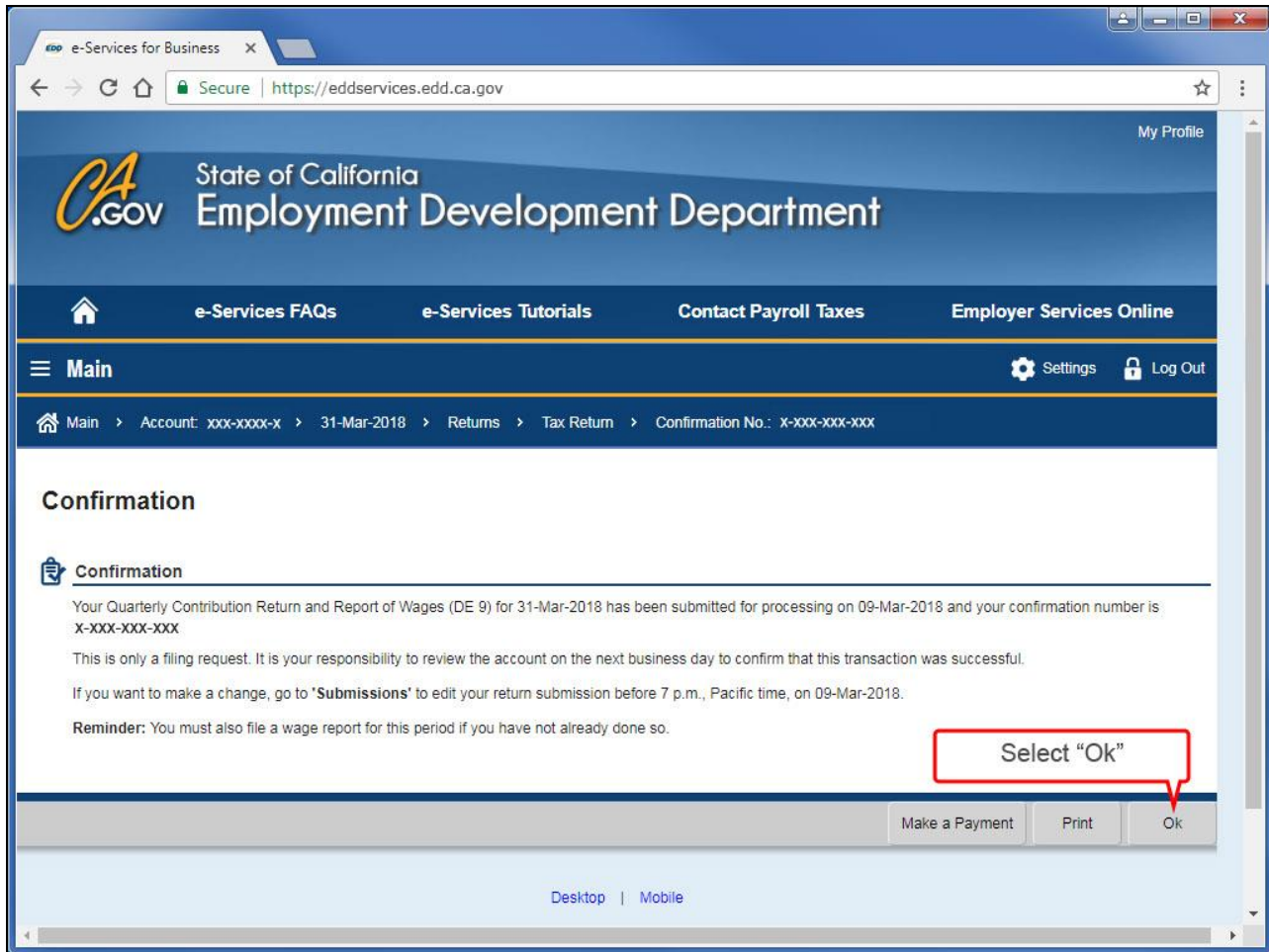
Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



Slide notes

Are you sure you want to submit this request? Select "Ok" to continue.



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "Ok" to continue.

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns

Returns for 31-Mar-2018 Filter

	Due Date	Return	Status
File Now	30-Apr-2018	Wage Report	Outstanding
File Now		Tax Return	
View Submission	09-Mar-2018	30-Apr-2018	Tax Return
			Pending...

3 Rows

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javascript;

Slide notes

Select "File Now."

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Wage Report

1. Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Do you have payroll to report? ☒ Yes ☐ No Please select an option
Please select an option

Save Draft Cancel < Previous Next >

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Slide notes

Select "Yes" or "No" to the question, "Do you have a payroll to report?" For this example, we select "Yes."

The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the EDD logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area shows the "Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x" section. A red box highlights the "Next" button with the text "Select 'Next'".

1. Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Do you have payroll to report? ☒ Yes ☐ No

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

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Select "Next" to continue.

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Wage Report

1. Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x 2. Import Wage File

Import Wage File

Do you want to import a file? ☐ Yes ☐ No Please select an option.
Please select an option.

Save Draft Cancel Previous Next

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Select "Yes" or "No" to the question, "Do you want to import a file?"

The screenshot shows the EDD e-Services for Business portal. The browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the EDD logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area shows a progress bar with two steps: "1. Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x" and "2. Import Wage File". Below the progress bar, the "Import Wage File" section asks "Do you want to import a file?" with "Yes" and "No" buttons. A red box highlights the "Next" button with the text "Select 'Next'". The footer contains links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", along with the copyright notice "Copyright © 2018 State of California".

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Select "Next" to continue.

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Main Settings Log Out

Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Wage Report



1. Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x 2. Import Wage File 3. Wage Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Wage Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

[Instructions](#)

Wage Detail [Filter](#)

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
 					0.00	0.00	0.00	S

[Complete Wage Information](#)

[Clear All Wages](#)

[Clear All Fields](#)

Slide notes

Select the “Instructions” link for assistance, if needed. Complete wage information for each employee.

e-Services for Business X

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[e-Services FAQs](#) [e-Services Tutorials](#) [Contact Payroll Taxes](#) [Employer Services Online](#)

Main [Settings](#) [Log Out](#)

[Main](#) > [Account: xxx-xxxx-x](#) > [31-Mar-2018](#) > [Returns](#) > [Wage Report](#)

1. Payroll Information: 31-Mar-2018 Wage Report for xxx-xxxx-x 2. Import Wage File 3. Wage Information: 31-Mar-2018 Wage Report for xxx-xxxx-x


Wage Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

You may report multiple Wage Plan Codes on the same return if your account is subject to both Unemployment Insurance and Disability Insurance.

[Instructions](#)

Wage Detail [Filter](#)

[Show Errors](#) 1 - 1 of 1

	SSN	First Name	M.I.	Last Name	Subject Wages	PIT Wages	PIT Withheld	Wage Plan Code
	123-45-6789	JANE		DOE	7,000.00	7,000.00	0.00	S

[Clear All Wages](#)
[Clear All Fields](#)

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

[Desktop](#) | [Mobile](#)

Slide notes

Select "Next" to continue.

EDD e-Services for Business

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[e-Services FAQs](#) [e-Services Tutorials](#) [Contact Payroll Taxes](#) [Employer Services Online](#)

Main [Settings](#) [Log Out](#)

[Main](#) > [Account: xxx-xxxx-x](#) > [31-Mar-2018](#) > [Returns](#) > [Wage Report](#)

2. Import Wage File 3. Wage Information: 31-Mar-2018 Wage Report for xxx-xxxx-x 4. Employee Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Employee Information: 31-Mar-2018 Wage Report for xxx-xxxx-x

Employees full-time and part-time who worked during or received pay subject to UI for the payroll period which includes the 12th of the month.

Number of Employees in 1st Month

Number of Employees in 2nd Month

Number of Employees in 3rd Month

Wage Detail Totals

Total Subject Wages:	\$7,000.00
Total PIT Wages:	\$7,000.00
Total PIT Withheld:	\$0.00
Wage Item Count:	1

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

Select "Next"

Slide notes

Enter the number of employees that worked each month of the quarter. The "Wage Detail Totals" are populated from the wage report that we just entered. Select "Next" to continue.

The screenshot shows a web browser window with the address bar displaying "Secure | https://eddservices.edd.ca.gov". The page has a blue header with navigation links: "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". Below the header is a "Main" section with a "Settings" gear icon and a "Log Out" lock icon. A breadcrumb trail reads: "Main > Account: xxx-xxxx-x > 31-Mar-2018 > Returns > Wage Report".

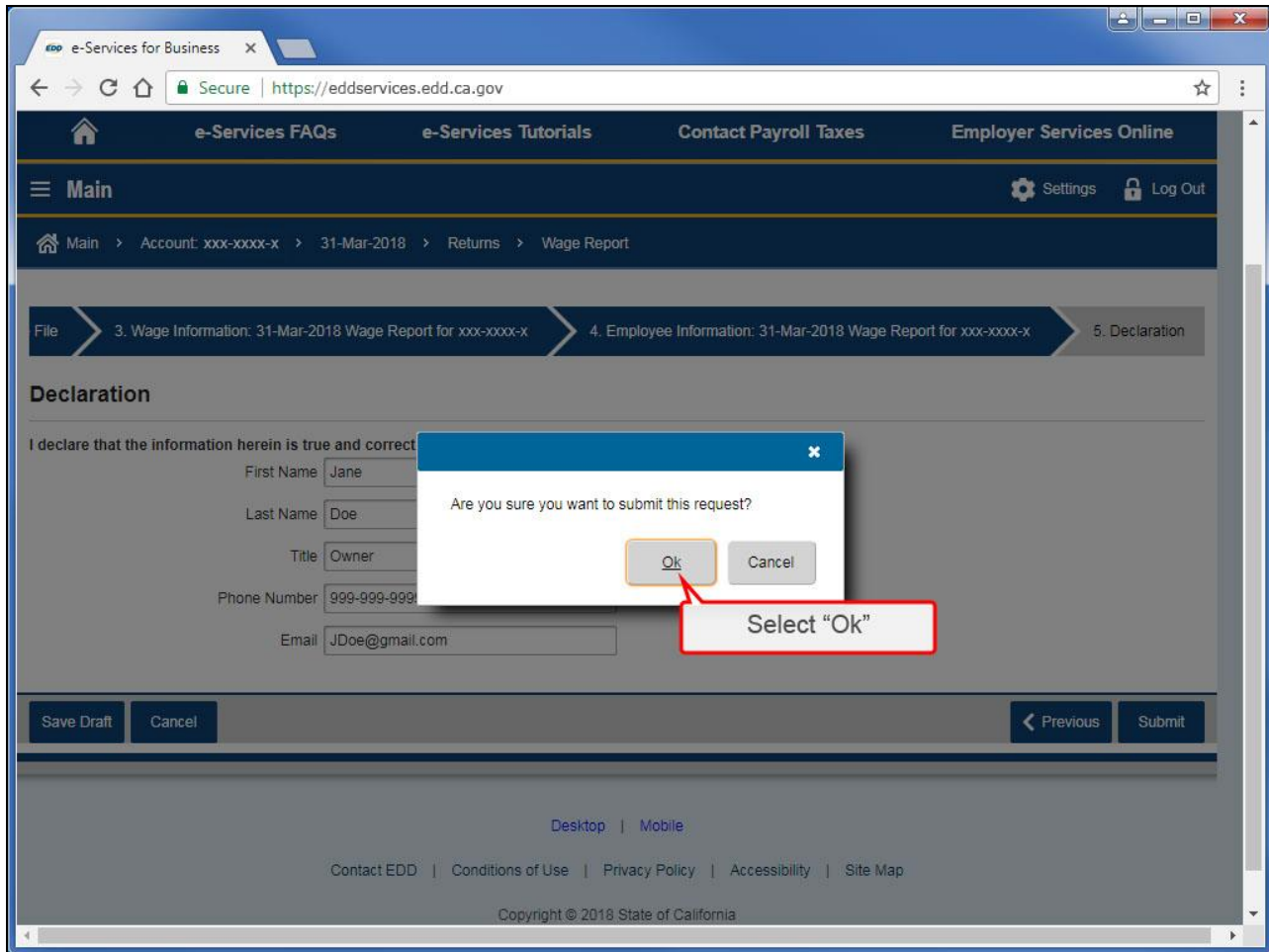
A progress bar at the top of the main content area shows three steps: "File", "3. Wage Information: 31-Mar-2018 Wage Report for xxx-xxxx-x", and "4. Employee Information: 31-Mar-2018 Wage Report for xxx-xxxx-x". The current step is "5. Declaration".

The "Declaration" section contains a red-bordered box with the text: "I declare that the information herein is true and correct to the best of my knowledge." Below this text are five input fields: "First Name" (Jane), "Last Name" (Doe), "Title" (Owner), "Phone Number" (999-999-9999), and "Email" (JDoe@gmail.com). To the right of these fields is a red-bordered box with the text "Select 'Submit'", with a red arrow pointing to the "Submit" button.

At the bottom of the form are three buttons: "Save Draft", "Cancel", and "Submit". The "Submit" button is highlighted with a red border. Below the buttons are links for "Desktop" and "Mobile". At the very bottom are links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map". The footer text reads "Copyright © 2018 State of California".

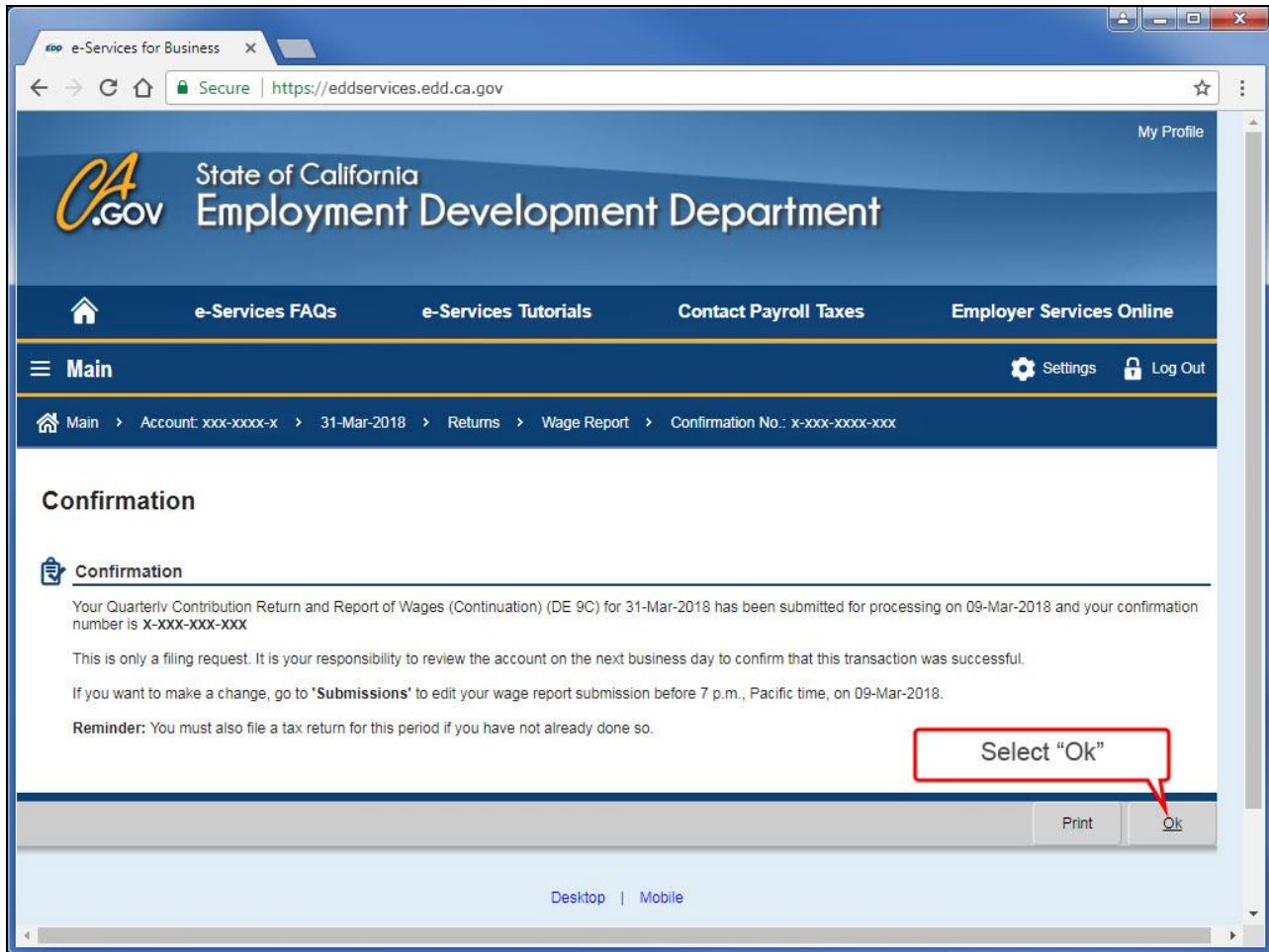
Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



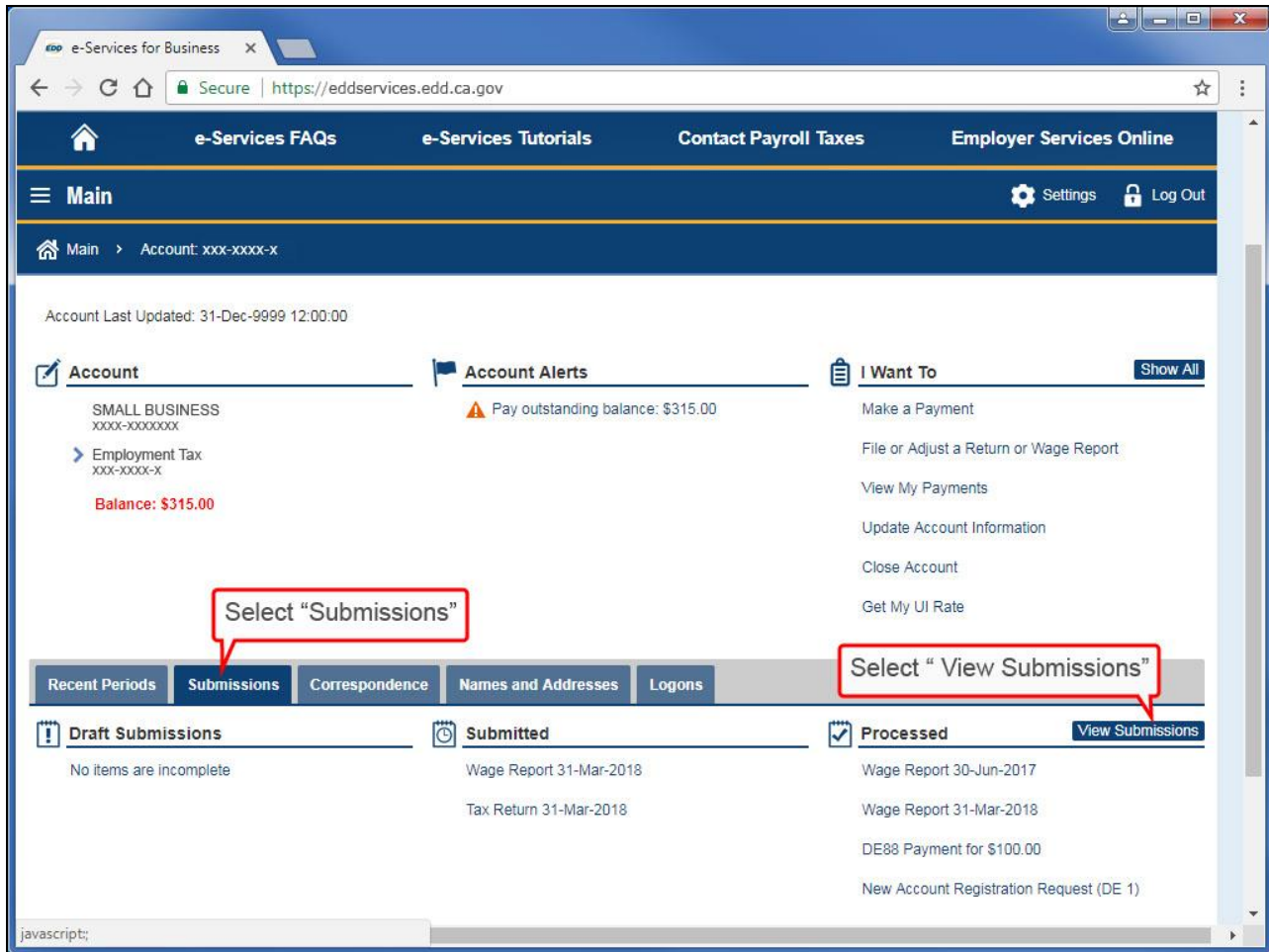
Slide notes

Are you sure you want to submit this request? Select "Ok" to continue.



Slide notes

Here is your confirmation number for the form you completed. You can print a copy for your records and then select "Ok" to continue.



Slide notes

Select "Submissions" then select "View Submissions."

State of California Employment Development Department

Submissions

Confirmation #	Date	Period	Logon	Title
Submitted				
x-xxx-xxx-xxx	09-Mar-2018	31-Mar-2018		Wage Report 31-Mar-2018
x-xxx-xxx-xxx	09-Mar-2018	31-Mar-2018		Tax Return 31-Mar-2018
2 Rows				
Processed				
x-xxx-xxx-xxx	08-Mar-2018	30-Jun-2017		Wage Report 30-Jun-2017
x-xxx-xxx-xxx	08-Mar-2018	31-Mar-2018		Wage Report 31-Mar-2018
x-xxx-xxx-xxx	06-Mar-2018	31-Mar-2018		DE88 Payment for \$100.00

Slide notes

Here we can see that the tax return and wage report are submitted and waiting to be processed.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to file a tax return and wage report on e-Services for Business. Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.